

Using the EVO Videoconferencing Workstation

1. Ensure that the workstation is connected to the network. If it is powered off, press the button on the front panel to boot the machine. The Logitech webcam labelled “VRVS” sits on top of the smartboard, and is connected to the USB lead along the top of the cable duct. The table mike should be placed on something like a mouse pad on the main table (and switched on). Ensure the wireless mouse is connected and working. The main amplifier should be set to TV Analogue, -3 db.
2. At the login prompt, enter the username **vrvs** – there is currently no password. The machine may initially be a bit slow while the anti-virus updates itself and scans the disk – let it finish.
3. The web browser (IE) is set to start automatically. Navigate to **evo.caltech.edu/evoGate**, which is set as the home-page and should appear start-up. It can also be found in the Favourites list.
4. Click on the Start item halfway up the page. Log in with user-name **BRUNEL** and password ******** (case-sensitive). Please **do NOT let the system remember the password**.
5. In the Koala client, scroll down and click on the meeting name to enter. A padlock symbol to the right of a listing indicates a closed meeting that requires a further password. You can change to different groups of conferences using the drop-down select boxes at the top of the window.
6. The main conference room window (**vievo**) will soon appear, containing the video feed from each participant. If the camera icon at top left is red then the local video is being sent – disable it by clicking on it to grey it out. You can select which one to watch by clicking on it, or have EVO automatically switch to the current speaker – this is done from the “Display Settings” menu accessed by clicking on the chevrons next to the camera icon.
7. EVO will automatically broadcast audio to all participants. You can mute either the BITLab microphone or remote participants using the microphone and loudspeaker icons on the “Current Meeting” tab in the Koala window. **Do not send audio unless you are trying to speak** – this will prevent background noise in the boardroom from interrupting the speaker.
8. Make sure that the volume indicator does not reach full height when you are talking, to avoid overload distortion. If you cannot be heard, this may be because one of the other participants has a microphone open and always above threshold, and thus your audio transmission is halted to avoid echoes/feedback.
9. The monitor icon in the Koala window allows you to broadcast a section of the computer desktop – marked out by the red frame – to the conference, e.g. to demonstrate software. The lower part of the Koala window includes a scrolling chat window that you can use to communicate with other participants.
10. After the conference, close the Koala window to leave EVO and finally shut down the PC. Switch off the microphone transmitters (the mouse will sleep by itself) and return them with the webcam to Linda.

If you are not attending a pre-booked meeting, you can create an *ad hoc* meeting via the “Bookings” tab in the Koala window.

EVO Etiquette and Hints

Always start up EVO at least 15 minutes before the start of the meeting, to get the EVO station up and running, find spare batteries, and chat a bit to make sure the audio works. When booking a room allow 30 min. before the start of the meeting proper.

EVO video resolution is not good enough to transmit slides. All speakers should make their slides available via the Web in Powerpoint or, better, Acrobat (PDF) format. Each slide in the show must be clearly numbered and speakers should state which slide they are discussing. Bear in mind that not all participants may be receiving the video!

Links to slideshow files can either be done through something like the CERN Agenda system, or just passed around at the start of the meeting through the chat application.

If a speaker in the BITLab boardroom is a bit quiet or the table mike doesn't pick them up clearly, they can use the second, tie-clip microphone.

Do not send audio unless you are trying to speak – untick the “talk” box unless you have something to say.

During discussion sessions it is easiest to have a single person use the mouse to control audio transmission. Remember to check regularly for questions/comments from remote sites.

If the virtual room seems a bit empty – e.g. there is only one entry in the list of users – there may be a connection problem. Try to leave and re-enter the meeting. Make sure the computer network connection is actually live and connected to the socket labelled “VRVS”!

System Defaults

You should not need to touch any of the other system settings. In case of trouble, check things are as below and seek assistance from Henry or Ivan.

Microphone amplifiers: AF to max.

Microphone mixer: inputs between 1 and 2, master to 3 (scale is 0-6 with 3 vertically up)

Mixer output goes to microphone input (pink) on Audigy expansion card in PC (**not** on-board connectors) IP: 134.83.***.***

Audigy normal line out (green) goes to TV inputs on receiver, set to “TV analogue” input and -3 db.

koala A/V Controls -> Audio:
Receive gain 70%, Transmit ~40%.
“Audio Device” = “SB Audigy C800”
A/V Controls -> Advanced:
Quality high, AGC off, PTT on
Suppression: on, 50%
Configuration -> Preferences:
“Encrypt Audio/Video” = off
SIP 5062

Windows Volume (play): Volume 30%, Wave 90%, Microphone 100%

Windows Volume (record): Microphone 80%, no boost

vievo “Camera settings”: Device = “Logitech 4000”, Resolution = 352 x 288 (CIF)
“Video Parameters”: Bandwidth = 400 kb/s, Framerate = 11 f/s. H.264 = on
“Configure camera”: “Full auto mode” on